



Neighborhood Partnerships Job Description Finance Director

Compensation

Full-time position, 40 hours/week.

Salary Range: \$80,000 - \$100,000/year (at 1.0 FTE), depending on experience

Benefits:

- 100% employer-paid Health, vision, and dental insurance;
- Employer-paid 401K contributions;
- Long-term disability insurance and life insurance;
- Paid leave: 2 weeks vacation (first year, accrual increases with tenure); 3 weeks sick leave, 9 holidays, 2 personal choice days per year; an additional 10 hours/month personal choice hours for the remainder of 2023;
- Monthly cell phone and hybrid work stipend

Reports to: Executive Director

Equity & Strategic Intentions

Neighborhood Partnerships (NP) is a mission driven organization committed to equity and inclusion. New hires participate in onboarding training in equity and inclusion, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Please read our Racial Equity Statement: <https://neighborhoodpartnerships.org/equity-inclusion/>

About Neighborhood Partnerships

Neighborhood Partnerships' mission is to work with communities across Oregon to develop human-centered and emergent solutions to immediate harms, and to power liberatory and transformative change through organizing, policy advocacy, and narrative change. We center those most impacted by racial, housing, and economic injustice, directing our energy and resources toward building community power, knowledge, and capacity. We believe these communities members' lived experience positions them to identify the solutions best for them, and to develop and build the strongest strategies for change.

NP works to advance housing and economic justice through various initiatives, coalitions, and projects. Since 2004, NP has convened the statewide Oregon Housing Alliance, which brings together over 90 organizations to advance a legislative agenda in Oregon which addresses our communities' most pressing housing needs. Additionally, since 2018, NP convenes Resident's Organizing for Change (ROC), a statewide network of residents of affordable housing, those in need of affordable housing, and front-line staff of housing providers who are committed to advocating for safe, stable and affordable housing for all Oregonians. NP work to advance economic justice includes administrating the Oregon Individual Development Account (IDA) Initiative, prioritizes equitable access and removing barriers to resources, stability and wealth building. Since 2003 NP has served as administrator and coordinates the IDA-related work of twelve non-profit direct and network providers, with IDAs reaching communities statewide

through upwards of 70 local organizations. In 2020, NP helped create and now co-convenes the Oregon Economic Justice Roundtable (OEJR), a shared table of advocates, nonprofits and funders to advance collective, sustained action for racial and economic justice. Lastly, we also support the Stop the Debt Track Alliance (SDTA), a coalition of organizations to promote consumer justice.

We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

About this position:

Neighborhood Partnerships manages \$23-\$34 million of Oregon IDA Initiative assets and has an operating budget of \$2 million and growing. The Finance Director position is responsible for management of NP's finances and financial management systems. They demonstrate integrity, commitment to dismantling racist systems, and mature judgement, as well as strong administrative, leadership, communication and writing skills. A key role of this position is monitoring and maintaining compliance and managing risk. They must have a strong belief in NP's vision, mission and equity work and will support the long-term strategies of NP. In support of NP's strategic intentions and the dynamic staff who carry out the work, this leadership position must embody curiosity, vulnerability, and openness. A deep comfort with shared leadership is also required.

Position Responsibilities and Essential Job Functions:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Finance (75%):

Financial Management:

- Manage accounting system, including general ledger and journal in compliance with Generally Accepted Accounting Principles and applicable governmental accounting requirements.
- Oversight and performance of monthly close process, reconciliation of Balance Sheets accounts, and review of bank and investment accounts ensuring proper month close.
- Prepare monthly financials for program and government reporting including supporting notes to the financial statements. Research and analysis of variances actuals from budget and providing written explanations supporting variances.
- Oversee budget development for organization budget, grant applications and support grant tracking and reporting. Develop financial forecasting and multi-year budgeting tools.
- Lead annual audit and filing of organization's Form 990 process including interfacing with external partners and Board Finance Committee.
- Provide confidential, strategic input and data analysis to the NP Leadership related to collective bargaining and administration of labor contract, including costing bargaining proposals and evaluating fiscal impacts of potential changes to terms and conditions of employment.

Payroll:

- Oversight and monitoring of third-party payroll processing including coordination from in-house to a third party.

Compliance & Oversight:

- Update, maintain and ensure compliance with NP's Financial Policies and industry best practices to ensure effective internal controls, segregation of responsibilities and risk management.

- Ensure maintenance of financial soundness of 501(c)(3) status, to promote compliance with all local, state, and federal laws and regulations. Perform fiduciary agent duties, along with the Executive Director, for the NP retirement plan including all required reporting and ERISA compliance.
- Lead financial institution relationships and accounts management for organizational resources, lines of credit, cash flow planning and management, & oversight of investments.

Supervision & Support (15%)

- This position supervises two positions including the Operations and Finance Specialist and IDA Fiscal Manager.
- Provide support and oversight for IDA Fiscal Manager's effective management of IDA Initiative investments with the guidelines provided by the board-approved investment policy.
- Support IDA Tax Credit marketing and oversee records and reporting compliance.
- Staff NP Board Finance Committee and present budget and financials to NP Board.

Organizational Responsibilities (10%)

- NP Leadership Team Member: will provide thought leadership, support, and help define our work priorities, timelines and responsibilities that are in alignment with our strategic intentions.
- Equity work: Support ongoing anti-racist work to integrate equity perspectives and structures into all aspects of organizational operations, planning, and work. Contribute to development and hold yourself and others accountable to annual NP equity goals and the organizational Agreements of NP.
- Participate in shared support roles for staff meetings, staff retreats, community building and supporting practices, biannual two-day RE: Conference, and other organizational projects. Occasionally assist with hiring and onboarding of new NP employees; help advance the mission of the organization where appropriate.

Core Competencies:

The ideal candidate will have:

- 5 + years nonprofit accounting and funding experience
- Demonstrated progressive roles in supervisory and management experience of finance-accounting department
- QuickBooks experience required- proficiency in monthly close processes through financial reporting.
- High level of accuracy, critical thinking and refined organizational skills to make sound decisions independently
- Sense of humor and the ability to work joyfully in a changing environment
- Resourceful, flexible, with the ability to adapt to change and anticipate challenges and act on opportunities
- Skills to navigate complex programs, manage competing priorities, support accountability and see projects to successful completion
- Practiced capability to handle confidential information with the utmost attention to detail, privacy and security
- Proficiency in Microsoft Office including SharePoint, with Intermediate to Advance skill level Excel
- Good written and verbal communication

A plus but not required:

- Degree in Accounting or Finance or related field; CPA certification a plus

- Experience with State contracting

To Apply:

This position is open until filled. We will begin reviewing resumes on Monday, July 17th, 2023. Interested candidates should submit a resume and cover letter addressing qualifications for this position through [this form](#). In your cover letter, please also respond to the following questions:

1. Describe your experience and proficiency in leading and overseeing nonprofit finances and financial systems. Please describe your experience with QuickBooks.
2. What in your experience prepares you to apply racial equity principles to budgeting, finances, and reporting?

Other information:

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Work Location:** This position is based in Portland, but staff currently work full-time from home. NP provides supplies and resources to accommodate home office needs. NP is transitioning to a hybrid work model, where some in-office time will be necessary to support training and collaboration.
- **Residency:** This position is **required to live in Oregon or Southwest Washington by their start date**. Support for relocation costs may be included in an offer for candidates who live out-of-state.
- **Travel:** This position includes limited local and in-state travel. Out-of-state travel possible for conferences and trainings.
- **Schedule:** This position is based on 40 hours per week. NP offers some flexibility for how those hours are scheduled.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to safety or health of employee or others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Union representation:** The ILWU Local 5 represents a group of non-supervisory staff at NP. And the compensation, benefits, and conditions of work for those positions are collectively bargained. This position will supervise represented staff, but this position is not represented by the union.

Equal Opportunity Employer

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ people, women, and people with disabilities. The Board and staff believe they can meet the organization's mission only with a diverse Board and staff who cultivate a culture of equity and inclusion.